

ADDITION INFORMATION: _

LANSING POLICE DEPARTMENT RECORD DISCLOSURE REQUEST

Freedom of Information Act (FOIA) 120 W. Michigan Avenue Lansing, MI 48933

Phone: 517-483-4680 Fax: 517-483-4688 Email: <u>LPD.FOIA@lansingmi.gov</u>



Request taken by: _____ FOIA # PLEASE PRINT CLEARLY NAME OF REQUESTOR: STREET ADDRESS: CITY: ______ State: _____ Zip Code: ______ PHONE: ______ **EMAIL ADDRESS:** (If you want to be notified via EMAIL when your request is ready to be picked up) PLEASE READ BEFORE SIGNING: To comply with State and Federal Laws, information contained in a public record may be redacted or denied. In some cases redactions may be extreme. I understand by signing below, I assume full responsibility for paying any cost involved in retrieving, copying and processing the documents requested. Signature of Requestor: _____ Date: Incident Report ☐ Video ☐ ☐ Other Type of Request: COMPLAINT NUMBER(S): ACCUSED NAME: DOB: LOCATION OF INCIDENT: _____ DATE and TIME OF INCIDENT:

NOTE: COMPLETED FORM MUST BE RETURNED BY MAIL, EMAIL or FAX